Division 10 Service 430

Program 430 Chapter 05

Table of Contents

SNAP Policy 430-05

General Information 430-05-05

History of SNAP 430-05-05-05

Authority 430-05-05-10

Purpose of SNAP 430-05-05-15

Administration 430-05-05-20

Nondiscrimination 430-05-05-25

Program Complaints 430-05-05-30

Disclosure of Information 430-05-05-35

Availability of Public Information 430-05-05-40

Retention of Records 430-05-05-45

Food Distribution (Tribal Commodities) Program Information Sharing 430-05-05-50

Use of SNAP Benefits 430-05-05-55

Definitions 430-05-10

Authorized Representative 430-05-15

Authorized Representative 430-05-15

Making Application/Recertification 430-05-15-05

Obtaining and Using SNAP Benefits 430-05-15-10

Authorized Representative Restrictions 430-05-15-15

Disqualification of Authorized Representative 430-05-15-20

Residents of Drug or Alcohol Treatment/Rehabilitation Centers 430-05-15-25

Residents of Group Homes 430-05-15-30

Division 10 Service 430 Program 430 Chapter 05

Application Processing 430-05-20

Opportunity to Participate 430-05-20-05

Filing an Application 430-05-20-10

Application 430-05-20-15

Application Processing 430-05-20-20

Notice of Determination 430-05-20-25

Automatic Notices 430-05-20-30

Withdrawing Application 430-05-20-35

Household Cooperation 430-05-20-40

Interviews 430-05-20-45

Processing Standards 430-05-20-50

Verification 430-05-20-55

Mandatory Verification 430-05-20-60

Elderly Households 430-05-20-65

TANF Households 430-05-20-70

Supplemental Security Income Households 430-05-20-75

Categorical Eligibility 430-05-20-80

TANF Information and Referral Services 430-05-20-85

Certification Periods at Application 430-05-20-95

Notice Requirements 430-05-20-100

Household Composition 430-05-25

Dual Participation 430-05-25-05

Non-Separate Household Status 430-05-25-15

Separate Household Status 430-05-25-20

Optional Household Status 430-05-25-25

Household Composition Chart 430-05-25-30

Non-Household Members 430-05-25-35

Excluded Household Members 430-05-25-40

Division 10 Service 430

Program 430 Chapter 05

Households with Special Circumstances 430-05-30

Boarders Including Foster Care Individuals 430-05-30-05

Drug Addiction/Alcohol Treatment/Rehabilitation Program 430-05-30-10

Group Home Living Arrangement 430-05-30-15

Abuse Shelters 430-05-30-20

Federally Subsidized Housing for the Elderly 430-05-30-25

Companion Household 430-05-30-30

Striker 430-05-30-35

Students in Higher Education 430-05-30-40

Corporations 430-05-30-45

Partnerships 430-05-30-50

Self-Employment 430-05-30-55

Aliens 430-05-30-60

Migrant/Seasonal Worker Households 430-05-30-65

Recertification 430-05-35

Recertification Application 430-05-35-05

Notice of Determination 430-05-35-10

Notice of Expiration of Certification 430-05-35-15

Automatic Notices 430-05-35-17

Recertification Processing Timeframes 430-05-35-20

Expedited Service at Recertification 430-05-35-25

Interviews 430-05-35-30

SSI Households Recertifying for SNAP at SSA 430-05-35-35

Mandatory Verification 430-05-35-40

Narrative/Documentation 430-05-35-45

Certification Periods at Recertification 430-05-35-50

Notice Requirements 430-05-35-60

Division 10 Service 430 Program 430 Chapter 05

Work Requirements for Participation 430-05-40

Work Requirements 430-05-40-05

Exemptions from Work Requirements 430-05-40-10

Worker Responsibilities 430-05-40-15

Household Responsibilities 430-05-40-20

Failure to Comply 430-05-40-25

Voluntary Quit 430-05-40-30

Verification 430-05-40-35

Disqualification for Failure to Comply 430-05-40-40

Job Opportunities and Basic Skills (JOBS) and Unemployment Compensation 430-05-40-45

Able-bodied Adults Without Dependents (ABAWD) 430-05-40-50

Basic Employment Skills Training Program (BEST) 430-05-40-55

Assets 430-05-45

Types of Assets 430-05-45-05

Vehicles 430-05-45-10

Jointly Owned Assets 430-05-45-15

Availability of an Unknown Asset 430-05-45-20

Asset Limits 430-05-45-25

Life Estates and Remainder Interest 430-05-45-30

Asset Exclusions 430-05-45-35

Bankruptcy 430-05-45-40

Handling Excluded Funds 430-05-45-45

Verification of Questionable Assets for TANF Information and Referral Services 430-05-45-50

Disqualifying Transfer of Assets 430-05-45-55

Income 430-05-50

Use of Gross Income Test Versus Net Income Test 430-05-50-05

Division 10 Service 430 Program 430 Chapter 05

Monthly Income Eligibility Standards 430-05-50-10 Determining Income 430-05-50-15 Countable Income 430-05-50-20 Income Exclusions 430-05-50-25 Income Excluded by Federal Law 430-05-50-30 Bankruptcy 430-05-50-35

Deductible Expenses 430-05-55

Deductions 430-05-55-05
Expenses 430-05-55-10
Excludable Vendor Payments 430-05-55-15
Medical Expenses 430-05-55-20
Dependent Care Costs 430-05-55-25
Child Support Paid 430-05-55-30
Representative Payee Fee 430-05-55-35
Shelter Costs 430-05-55-40

Benefit Determination 430-05-60

Calculating Income and Benefit Level 430-05-60-05 Initial Month Proration 430-05-60-10 Minimum Benefit 430-05-60-15

Simplified Reporting and Processing Changes 430-05-67

Simplified Reporting Requirements 430-05-67-05

Action on Reported Changes 430-05-67-15

Adding a New Household Member 430-05-67-20

Removing a Household Member 430-05-67-25

Household Moves to a New County Within the State 430-05-67-30

Action on Changes Reported by a Source Other than the Household 430-05-67-40

Division 10 Service 430 Program 430 Chapter 05

Change in Reporting Requirements 430-05-67-45 Adequate Notice 430-05-67-50 10-Day Advance Notice 430-05-67-55

Fair Hearings 430-05-70

Notification of Rights to Request a Fair Hearing 430-05-70-05

Request for a Fair Hearing 430-05-70-10

County Responsibilities on Hearing Requests 430-05-70-15

Denial or Dismissal of Request for Hearing 430-05-70-20

Continuation of Benefits 430-05-70-25

County Conferences 430-05-70-30

Timely Action on Hearings 430-05-70-35

Household Requests for Postponement 430-05-70-40

Intentional Program Violation (IPV) and Other Disqualifications 430-05-75

Intentional Program Violation (IPV) 430-05-75-05

Subsequent IPV Action 430-05-75-10

Procedures for Initiating an Administrative Disqualification Hearing 430-05-75-15

Disqualification Penalties 430-05-75-20

Other Disqualifications 430-05-75-25

Disqualified Recipient Subsystem (DRS) 430-05-75-30

Claims 430-05-80

Categorically Eligible Households 430-05-80-05

Types of Claims 430-05-80-10

When Not to Establish a Claim 430-05-80-15

Establishing Claims 430-05-80-20

Claims That are Not Cost Effective 430-05-80-25

Division 10 Service 430 Program 430 Chapter 05

Calculating the Amount of Claims 430-05-80-30

Collecting Claims Against Households 430-05-80-35

Tracking Claims 430-05-80-40

Court Ordered Claim Repayment 430-05-80-45

Fair Hearings and Claims 430-05-80-50

Compromising Claims 430-05-80-55

Terminating and Writing Off Claims 430-05-80-60

Bankruptcy and Claims 430-05-80-65

Types of Payments 430-05-80-70

Collecting a Claim From Individuals in Separate Households 430-05-80-75

Interstate Claims Collection 430-05-80-80

Submitting and Reporting of Cash/Benefit Payments 430-05-80-85

Overpayment of Claims by Households 430-05-80-90

Notice Requirements 430-05-80-95

Check List for SNAP Claim Completion 430-05-80-100

Supplements and Replacements 430-05-85

Supplements 430-05-85-05

Replacement Issuance 430-05-85-10

Underpayments 430-05-90

Time Limits for Issuing Underpayments 430-05-90-05

Underpayments Used to Offset Claims 430-05-90-10

Disputed Underpayments 430-05-90-15

Calculating Underpayments 430-05-90-20

Changes in Household Composition 430-05-90-25

Reversal of IPV Finding 430-05-90-30

Division 10 Service 430 Program 430 Chapter 05

Federally Mandated Reduction, Suspension, or Cancellation of Benefits 430-05-95

Forms 430-05-100

SFN 405 - Application for Assistance 430-05-100-10

SFN 407 - Recertification Form 430-05-100-20

SFN 187 - Medical Expense Worksheet 430-05-100-25

SFN 385 - Affidavit for SNAP Work Requirements 430-05-100-35

DN 1860 - Notice to All SNAP Work Registrants 430-05-100-40

SFN 679 - Employment Communication Orientation Referral 430-05-100-45

SFN 1940 - TANF/SNAP Notice of Suspected IPV 430-05-100-55

DN 1087 - Legal Service Organizations 430-05-100-60

SFN 162 - Request for Hearing 430-05-100-65

SFN 1032 - Request from Law Enforcement 430-05-100-70

SFN 1076 - Grower's Statement for Migrant Households 430-05-100-75

SFN 450 - County Social Service Office On-Site Review Report 430-05-100-80

SFN 700 -- Case Transfer Log 430-05-100-85

SFN 788 - Group Living Arrangement and Drug/Alcohol Treatment Center Report 430-05-100-90

SFN 701 - Case Review Form 430-05-100-95

SFN 488 - Supplemental Nutrition Assistance Program Case Review 430-05-100-100

SFN 293 - Supplemental Nutrition Assistance Program Negative Case Review 430-05-100-105

SFN 337 - Supplemental Nutrition Assistance Program Claim Review 430-05-100-110

SFN 376 - Drug Related Felony Review 430-05-100-125

Division 10 Service 430
Program 430 Chapter 05

DN 696 Simplified Reporting Information Fact Sheet 430-05-100-130

SFN 500 - Supplemental Nutrition Assistance Program Targeted Review 430-05-100-135